



DEPARTMENT OF THE NAVY

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION ELEVEN
1803 DOOLITTLE AVENUE
FORT WORTH TX 76127-1803

COMNAVRESREDCOMREG11INST 4200.2
N4

31 JAN 1999

COMNAVRESREDCOMREG ELEVEN INSTRUCTION 4200.2

Subj: PROCUREMENT AUTHORITY AND GOVERNMENT PURCHASE CARD USE

Ref: (a) NAVSUPINST 4200.91
(b) FISC San Diego ltr 4200 Ser 230/9-277 of 23 Sep 98
(c) NAVSUPINST 4200.85
(d) NAVSUPINST 4200.94
(e) COMNAVRESFORINST 2400G.1

Encl: (1) Contracting/Ordering Officer Appointment Documentation
Sheet
(2) Government Commercial Purchase Card (GCPC) Internal
Review
(3) Government Purchase Card Log

1. Purpose. To assign procurement authority and promulgate internal operating procedures for use of the Government Purchase Card within REDCOM 11.

2. Cancellation. REDCOMREG11INST 4200.1C

3. General

a. Procurement Authority. Reference (a) grants procurement authority to activities of the Navy Field Contracting System and provides procedures for activities to request procurement authority. Reference (b) authorizes procurement authority to Commander, Naval Reserve Readiness Command, Region Eleven and authorizes re-delegation to subordinate commands.

b. Exercise of Procurement Authority. Reserve activities will exercise procurement authority to the extent that it promotes prompt and effective purchase service and maintains policies and regulations.

4. Procurement Methods. REDCOM 11 grants the following procurement methods for subordinate activities or as specified by the cardholder's SF 1402:

a. Method 1: Micro-purchases from commercial sources using the GCPC, not exceeding \$2,500 per transaction for supplies and services and \$2,000 for facility improvements, per references (c) and (d).

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b. Method 2: Issue Letters of Agreement (LOAs) to commercial vendors for berthing and messing having transactions between \$2,500 and \$25,000. Place oral orders for berthing and messing against those LOAs using the GCPC for payment.

c. Method 3: Place type I oral/electronic orders up to \$100,000 against fixed price indefinite delivery type contracts, GSA Federal Supply Schedules, and mandatory Government sources of supply using the GCPC for payment.

Note: Forward requirements outside the scope of the above to FISC Ingleside, ATTN: Purchasing.

3. GCPC Internal Operating Procedures

a. The DON has issued a Task Order (#0003) under the GSA SMARTPAY Contract (#GS-23F-98006) to obtain GCPC services. These internal operating procedures provide guidance on the appropriate use of the GCPC by REDCOM 11.

(1) Use the GCPC for the procurement of all supplies and services at or below the micro-purchase threshold of \$2,500; \$2,000 for facilities and as a method of payment for those purchases over the micro-purchase threshold.

(2) Purchases must be accomplished in accordance with FAR Part 13, DFARS 213, NAPS 5213, NAVSUPINST 4200.94, NAVSUPINST 4200.85 series, the GSA contract and this internal operating procedure.

b. Definitions

(1) APC. Agency Program Coordinator. The individual designated by the Commanding Officer or Head of Activity (HA) who shall have overall responsibility for the management, administration, training and day-to-day operations of the GCPC program at the activity.

(2) AO. Approving Official. The individual responsible for reviewing and verifying the monthly GCPC statements of the cardholders under his purview. The AO must verify that all purchases were necessary and for official government purposes in accordance with applicable directives. Unless otherwise specified, the AO must also be the Certifying Officer for his cardholder(s) and, in that capacity, must certify the monthly billing statement and forward it to the appropriate office for payment within five days of receipt.

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(3) Billing Cycle. The billing cycle is the 30-day billing period cardholders use their GCPC. For CON the billing cycle ends on the 21st of the month.

(4) Billing Cycle Purchase Limit. The spending limit assigned each cardholder's cumulative purchases and transactions with a given billing cycle.

(5) Bulk funding. An advance reservation of funds where a commitment or obligation is recorded in the aggregate rather than by individual transactions.

(6) Cardholder. Any Government employee who is designated by the RA or designee to be issued a GCPC or GCPC account. The GCPC bears the date/account number of this individual.

(7) Commonly Used HAZMAT. For the purpose of this instruction, commonly used HAZMAT means hazardous materials or products that are customarily sold to the general public to be used for non-governmental purposes (commercial products) which are in the same size and packaging found commercially and subject to procedures found later in this instruction. Examples of those materials or products include those required on a routine basis to meet daily operational needs; such as, lubricants, batteries, toner cartridges, detergents, etc.

(8) Contracting Officer. Government employees who have the authority to bind the Government to the extent of their delegated purchasing authority. Cardholders are provided that authority by the RA or designee in writing by the issuance of a Letter of Delegation or SF 1402 Contracting Officer's Warrant.

(9) Credit Limit. The maximum dollar threshold assigned at the AO/billing level limiting the amount an account can have outstanding at any one time. The bank automatically sets the amount at three times the corresponding billing account 30-day limit.

(10) Disputes. Instances where the transactions on the cardholder's statements do not agree with entries in the log or retained receipts. This may include circumstances where the cardholder did not make the transaction, the amount of the transaction is incorrect or the quality or service is an issue.

(11) HCA. Head of Contracting Activity. The official at one of the 23 CON components listed at DFARS 202.101 and NAPS 5202.101 (e.g. COMNAVSUPSYSCOM, COMNAVVAIRSYSCOM, etc.) who has overall responsibility for managing contracting authority within their contracting chain of command. They are responsible for the

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delegation, re-delegation and use of contracting authority including use of the GCPC by DON commands, DON activities and DON personnel under their contracting cognizance.

(12) HA. Head of Activity. For the purposes of this instruction, HA is Commander, Naval Reserve Readiness Command, Region Eleven, and has been granted contracting authority by Naval Supply Systems Command, the cognizant NCA. COMREDCOM 11 has overall responsibility for managing the delegation and use of this authority in the region.

(13) GCPC. Government Commercial Purchase Card. The GCPC is the credit card purchase account established with the bank that enables properly authorized Government personnel to buy and pay for mission requirements.

(14) GCPC Log. Mandatory manual or automated log documenting individual GCPC transactions, screening for mandatory government sources, etc (enclosure 2). Transactions on the GCPC log should match that month's cardholder's statement. If a transaction on the purchase log does not appear on the cardholder's statement, the entry is brought forward to the next month's GCPC log.

(a) Entries in the GCPC log should be supported by internal command documentation.

(b) The GCPC documentation should provide an audit trail supporting the decision to use the card, any required special approvals that were obtained and separation of functions.

(15) MCC. Merchant Control Code. A code assigned to a participating GCPC vendor based on their industry classification. APCs can limit cardholder transactions by type of merchant by blocking certain categories of vendors for use by cardholders.

(16) Monthly Cardholders Statement. The statement of charges forwarded to the cardholder at the end of the billing cycle detailing all of the charges during that period.

(17) Monthly Billing Statement. The monthly billing statement is the official invoice for payment purposes which is provided to the AO. It identifies all of the GCPC transactions during a billing cycle.

(18) Services. Services are firm, fixed-priced (may be unpriced provided a firm ceiling price can be established), non-personal, commercially available requirements in which we

directly engage the time and effort of the contractor to perform a task (e.g. repairs, maintenance, maintenance agreements, etc.).

(19) Single Purchase Limit. The dollar threshold assigned to each cardholder for a single purchase/payment action.

(20) Reconciliation. The process by which the cardholder/AO review their monthly statements, reconcile against available vendor receipts and GCPC log, authorizing or disputing payment of those charges provided on the monthly statement.

(21) Transaction Type. The transaction type is the method by which an order is placed when using the GCPC. GCPC buys may be made over-the-counter, over-the-phone or via the Internet.

c. Designation of Offices

(1) APC. Agency Program Coordinator. Specific duties include management and over-sight of the local program, ordering, issuing and canceling of GCPCs.

(2) AO. Approving Official. Specific duties include authorizing purchases and as Certifying Officer, required to review cardholder's monthly GCPC statements, review and certify official billing invoice.

(3) Cardholder. Use the GCPC to buy/pay for supplies or services, maintain purchase log, review and certify cardholder monthly statement.

(4) Designated Billing Office. Defense Finance and Accounting System (DFAS) OPLOC Pensacola FL.

(5) Comptroller. Responsible for managing command funds. Comptroller and APC work together to ensure funds approval process is streamlined to the maximum extent practicable. In addition, comptroller and APC coordinate efforts to establish account limits for AOs and cardholders.

d. Establishing Local Accounts. The APC for REDCOM 11 is the Region's point of contact providing management and oversight for the GCPC Program and is the command point of contact for establishing GCPC accounts.

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(1) Prior to establishing GCPC accounts for local personnel, the APC will ensure that the prospective cardholder has received proper training in the following:

(a) Standards of conduct.

(b) DON GCPC training (CD ROM, Internet, classroom training, etc) prior to card issuance and every two years thereafter.

(c) Internal operating procedures.

(2) Prospective cardholders shall:

(a) Provide a request to the APC via their respective chain of command.

(b) Attend DON required training including training on local procedures. (Contact the APC for internal training requirements).

(c) Complete and submit a Contracting Officer Documentation sheet (Enclosure 1).

(d) Obtain a Letter of Delegation or Contracting Officer's Warrant (SF 1402) from the HA or designee.

e. Cardholder Account Limits. Use of the GCPC at REDCOM 11 is subject to a single purchase limit initially established at \$2,500, a monthly cardholder limit and a monthly office limit.

(1) Single Purchase Limit. The single purchase limit is a limitation on the purchase authority delegated to the cardholder by the HA or designee. This dollar limit cannot be exceeded unless a revised delegation of authority (SF 1402) is issued to the cardholder raising the limit.

(2) Billing Cycle Purchase Limit. The billing cycle cardholder limit is the spending limit assigned the cardholder's cumulative purchases in a billing cycle.

(3) Billing Cycle Office Limit. The monthly billing cycle office limit is the limit assigned the AO for the cumulative totals of the cardholders reporting to them.

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6. Internal Processes

a. Purchase Request Process. REDCOM 11 cardholders shall ensure that sufficient funds are obligated and available to meet the requirement of the GCPC action.

b. Screening. Screen all requirements from the statutory sources of supply (e.g., JWOC/UNICCR), the List of Prohibited and Special Attention Items contained in reference (d). Screening must be documented on the purchase log.

c. Solicitation and Award Procedures

(1) Solicitation Procedures. Quotations of price and delivery for mission requirements shall be obtained from contractors and documented on the GCPC log.

(2) Award Procedures. REDCOM 11 cardholders shall only award GCPC orders to responsible contractors who offer fair and reasonable prices. All GCPC awards shall be documented on the GCPC log.

d. Receipt and Acceptance Procedures. REDCOM 11 cardholders are responsible for verifying receipt of all transactions.

(1) Pay and confirm. If the cardholder is billed but has not received the supplies or services at the time of the receipt of the official invoice, the cardholder must fully certify the invoice with the anticipation that confirmation of receipt will occur within the next billing cycle.

(a) If the supplies or services are not received within the next billing cycle, the cardholder must dispute the item using established dispute procedures.

(b) The cardholder must certify that the quantity and quality of the items furnished are in accordance with the agreement with the vendor. The cardholder must save all receipt documentation in order to properly reconcile the GCPC statement at the end of the billing cycle.

(2) If receipt documentation is not available, the cardholder must contact the end user, central receiving department or other person(s) responsible for receipt to obtain verification that the supplies or services have been received. The GCPC log or purchase file must be documented to indicate that proper receipt and acceptance has been accomplished.

(3) A minimum two-way separation of functions is required between requestor, buyer, receiver and acceptor.

e. Missing Documentation. If for some reason the cardholder does not have documentation of the transaction to send to the AO, they must attach an explanation that includes a description of the item, the date purchased, the merchant's name and why there is no supporting documentation.

f. Reconciling GCPC Accounts

(1) Cardholders. REDCOM 11 cardholders shall at the end of each billing cycle (the 21st of the month for DON cardholders) reconcile transactions appearing on their statements by verifying their accuracy against cardholder records.

(a) The cardholder shall review all information on the monthly statement, verify any charges, credits, outstanding disputes or refunds within five days of receipt.

(b) If the cardholder fails to review the monthly statement including annotating any discrepancies, disputing improper charges, or signing and forwarding it to the AO or designated alternate within the five day period, the AO or designated alternate shall presume that all charges are proper and certify the monthly invoice for payment.

(c) The cardholder is ultimately responsible for proper GCPC transactions and notifying the AO of any information that impacts on the propriety of certifying the monthly invoice for payment. If transactions or credits are not included on the current statement, the cardholder must retain the applicable documentation until the transactions or credit appears and can be reconciled. The cardholder must then sign the statement and forward the package to the AO or alternate.

(d) If the cardholder is unable to review their statement in a timely manner, the AO, alternate or APC must review and certify the cardholder's monthly statement. The cardholder, upon return, must review the monthly statement and resolve any discrepancies with the AO or APC.

(2) AO. REDCOM 11 AOs are responsible for reviewing monthly cardholder statements and ensuring that all purchases made by the cardholders within their cognizance were appropriate and the charges accurate. They must resolve all questionable purchases with the cardholder. In the event an unauthorized purchase is detected, the AO must notify the APC and

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other appropriate personnel with the command in accordance with the command Internal Operating Procedures.

(a) After review, the AO will sign the cardholder's monthly statement of account and maintain the documentation in accordance with agency procedures.

(b) The AO is also responsible for certifying the monthly invoice resulting from the purchase/transactions of the cardholders within their account structure. The AO is responsible for reviewing and certifying the monthly GCPC invoice within five days of receipt and forwarding it to the appropriate CPLOC or billing office.

(c) As the Certifying Officer, the AO is responsible for timely certification of the monthly invoice. The AO is to presume that all transactions on the monthly statement are proper unless notified in writing by the cardholder within five days from the cardholder's receipt of the monthly statement. The presumption does not relieve the AO from reviewing for blatant improper GCPC transactions and taking the appropriate action prior to certifying the invoice for payment.

7. Restrictions of the Use of the GCPC are contained in reference (d), enclosure (1).

8. Unauthorized Uses of the GCPC

a. A cardholder who makes unauthorized purchases or uses the GCPC in an inappropriate manner may be liable to the Government for the total amount of the unauthorized purchases.

b. Unauthorized use of the GCPC may also include the use of the GCPC by anyone other than the cardholder identified on the front of the GCPC.

9. Lost or Stolen Cards

a. Telephone Notification. If a GCPC is lost or stolen, the cardholder must immediately notify CitiBank at:

CitiBank Customer Service - 800-790-7206

b. Written Notification. In addition, on the next working day the cardholder must notify, in writing, the APC and AO. The notification shall include:

- (1) the card number

- (2) the cardholder's complete name
- (3) the date and location of the loss
- (4) if stolen, date reported to police and the date/time Citibank was notified
- (5) any purchases made on the GCPC the day the GCPC was stolen
- (6) any other pertinent information

10. Separation of Cardholder. Upon separation from a REDCOM 11 activity, the cardholder will notify the AO of the expected date of separation. Prior to final check-out, the cardholder will surrender their GCPC(s) to the APC or destroy the card. Destruction must be witnessed by the AO. Forward a memorandum to the APC stating card was destroyed and signed by both cardholder and witness (AO). The APC will have the account cancelled.

11. Billing Errors and Disputes

a. Cardholders should attempt to resolve all discrepancies or billing errors with the local merchant first.

b. If a cardholder receives a monthly statement that lists a transaction for items that have not been received they should do the following:

(1) Under Pay and Confirm procedures, pay the invoice in full with anticipation that the supplies will be received within the next billing cycle. If the supplies are not received, the cardholder will dispute the item using established dispute procedures.

(2) If the charges are not authorized or items have not been shipped, the cardholder must dispute the charges. All charges must be disputed within 60 days of the receipt of the invoice on which the charge first appeared.

c. Defective Items. If the items purchased are defective the cardholder should attempt to obtain a replacement or correction of the item from the merchant as soon as possible. If the vendor refuses to replace or correct the defect or replace the item the cardholder must put the item in dispute.

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12. Card Security. REDCOM 11 cardholders are responsible for the security of their GCPC.

a. The card is printed with the name of the employee who is the official Government representative authorized to use that GCPC. Only that person may use that card.

b. It is the cardholder's responsibility to safeguard the GCPC and account number at all times. The cardholder must not allow anyone to use or gain access to the card or account number.

13. Standards of Conduct/Ethics Training

a. All AOs and cardholders will receive ethics and standards of conduct training in accordance with agency and command policy prior to assuming their duties with the GCPC program.

b. All AOs and cardholders hold a public trust; their conduct must meet the highest ethical standard. All cardholders shall only use their GCPC to obtain supplies and services for official Government business.

14. Purchase Support. Those activities requiring the issuing of a DD-1155 Purchase Order/Delivery Order must forward a properly prepared NAVCOMPT 2276 to FISC at Naval Station Ingleside, TX.

15. Information Technology (IT) Resources. Activities are not authorized to purchase IT resources without prior approval. Submit IT resource requirements to REDCOM 11, N6 to approve equipment which electronically transmits, receives, or stores data. Specifically for computers, hardware, software, firmware (embedded chips), phones, cell phones, beepers, and fax machines.

16. Emergency Purchases. The AO may authorize the placement of GCPC orders in the absence of supply department personnel for urgent requirements.

a. Since the NAVCOMPT 2276 is not prepared using the activity's FASTDATA until after the order has been placed, extreme care must be exercised when verifying fund availability.

b. The procedures for placing telephone, over-the-counter and internet purchases are the same as placing the order with Supply Department assistance except:

(1) The vendor will not be provided with a requisition number since the NAVCOMPT 2276 has not been prepared.

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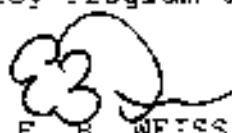
(2) After the placement of the GCPC order, the GCPC folder with accurate documentation, must be given to the Supply Department for input into FASTDATA.

(3) If the GCPC statement is received and contains a charge for an order which has been placed with a vendor but a NAVCOMPT 2276 has not been prepared, the cardholder should contact the AO for assistance if supply department personnel are still absent.

17. Reporting Requirements

a. DD 1057 - REDCOM 11 activities must submit reports of purchasing actions semi-annually on a DD Form 1057 for consolidation and forwarding to NAVSUP. Reports shall cover the periods of 1 October through 31 March and 1 April through 30 September. Reports must be submitted within three working days after the close of a reporting period.

b. Cardholders will submit a GCPC Internal Review (enclosure (2)) monthly, within five working days after receipt of monthly statement to the Agency Program Coordinator's (APC) for assessment.


E. B. WEISS
Deputy

Distribution: (NAVRESREDCOMREG11INST 5216.1Q)
List B-2

Copy to:
COMNAVRESFOR (N4112)
FISC San Diego (05)

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CONTRACTING/ORDERING OFFICER APPOINTMENT DOCUMENTATION SHEET

NAME	GRADE/ RANK	POSITION/TITLE	ACTIVITY

PART I DUTIES AS CONTRACTING OFFICER

A. Number of Employees Supervised:	B. Highest Grade of Employees Supervised:	C. Limitations on Contracting Authority: \$ Other:
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D. Brief description of duties as Contracting Officer, to include quantity, complexity type, and average dollar amount of documents obligated.

PART II EXPERIENCE

A. Number of years as Full-Time Contract Negotiator/Administrator

DATES	POSITION	GRADE HELD	DUTIES

B. Number of years as Supervisory Contract Negotiator/Administrator

DATES	POSITION	GRADE HELD	DUTIES

C. Number of years as Contracting Officer (May overlap other experience):

DATES	POSITION	GRADE HELD	DUTIES

D. Number of years of other directly pertinent experience:

DATES	POSITION	GRADE HELD	DUTIES

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CONTRACTING/ORDERING OFFICER APPOINTMENT DOCUMENTATION SHEET (Continued)

PART III

EDUCATION

A. High School Graduate?	B. No. of Years College Completed	C. College Graduate?	D. Type of Degree:	E. Major:	F. Minor:
G. Graduate Work:					

PART IV

TRAINING

☐ Let any pertinent Civil Service Schools, Military Schools or Correspondence Courses:

A. School/Course Title:	Hours:	Date Completed:
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PART V

OTHER

A. Appointee has received Standards of Conduct training (AW 5500 7.02)

B. The Appointee ☐ is ☐ is not required to file the Confidential Statement of Affiliations and Financial Interests.
 (Refer to: Title 1 of the Ethics in Government Act of 1978, as amended, 5 C.F.R. Part 2634 and Executive Order 12874)

Typed Name & Title of Appointee	Signature	Date
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Typed Name of Approving Official	Signature	Date
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Typed Name of Appointing Officer	Signature	Date
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Effective Date of Appointment

NOTE: Refer to NAVSUP P4200.01 for further information on Contracting/Ordering Officer appointments.

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Governmentwide Commercial Purchase Card Internal Review

Reference:

- (a) NAVRESREDCOMREG11INST 4200.1D
- (b) NAVSUPINST 4200.94

Delegation of authority and training:

Yes No

1. Prior to establishing an account, the prospective cardholder or Approving Official has received proper training in the following. Reference (a) paragraph 5d (i)a.

- ☐ ☐ a. Standards of conduct
- ☐ ☐ b. Purchase Card training
- ☐ ☐ c. Internal Operating Procedures
- ☐ ☐ d. Received a Certificate of Appointment (SF 1402) or a Letter of Delegation.

Micro-Purchase processes: (Purchase and Payment Methods)

- ☐ ☐ 2. Is the Governmentwide Commercial Purchase Card used as the procurement method for all requirements not in excess of \$2000 for facilities, \$2500 for supplies and services? Reference (a) paragraph 5.
- ☐ ☐ 3. Is the Governmentwide Commercial Purchase Card being used to the fullest extent possible as a payment method for requirements over \$2,500, \$2,000 for facilities? Reference (b) Chap 4 paragraph 3.
- ☐ ☐ 4. Are proper DD 1155 Purchase/Delivery Orders being obtained from FISC and maintained in purchase files when applicable. Reference (a) paragraph 14.
- ☐ ☐ 5. Do all Purchase/Delivery Orders state that payment will be made by Governmentwide Commercial Purchase Card. Reference (b) Chap 4, paragraph 3c 2c.
- ☐ ☐ 6. Have requirements been screened for their availability from the statutory sources (FPI, JWOD, and Defense Automated Printing Service (DAPS)? Reference (b), Paragraph 4e 1b.

ENCLOSURE (2)

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7. Is a proper obligation document (NC 2275, NC 2276, MIPR, etc) signed by the Approving Official or appointed designee before effecting any purchase using the GCPC? (unless approved by the AO in the absence of Supply Department personnel for urgent requirements) Reference (a) paragraph 6a.

8. Is there adequate documentation that the purchase was considered "fair and reasonable". Reference (a), paragraph 6c 2.

9. Are requirements being split to remain below the micro-purchase threshold or to avoid competition requirements? Reference (b), Chapter 1, paragraph 2.

10. Are cardholders rotating requirements among qualified suppliers to the maximum extent practicable? Reference (b), Chapter 1, paragraph 2.

11. Is the purchase card log maintained? Reference (a), paragraph 5b (14) and paragraph 6b.

12. Are proper purchase descriptions being utilized. Reference NAVSUPINST 4200.85 Series Section 2.

13. Is a minimum of a two way separation of function maintained in all GCPC purchases? Reference (a) paragraph 6d.

14. Is the List of Items Requiring Special Attention contained in reference (b) and the List of Prohibited and Special Attention Items in reference (a) being screened prior to effecting GCPC purchases? Reference (a) paragraph 6b.

15. Are purchase requests and/or supporting documentation maintained in the purchase files to enable the GCPC statement to be verified for accuracy? Reference (a), paragraph 3.

16. Is there evidence of signed receipt, inspection, and acceptance. Reference (a) paragraph 6d.

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Invoice Certification and prompt payment Processes:

- ___ 17. Are all cardholder and Approving Official statements being date stamped upon receipt per DFAS Invoice certification procedures?
- ___ 18. Are all Cardholder statements reviewed and certified within 5 days of receipt. Reference (a) paragraph 6f.
- ___ 19. Are obligations being increased/established in FASTDATA for all questioned/disputed items listed on the AO's Account Summary (Invoice), and are these uploaded to N8 prior to forwarding the certification to DFAS for payment? Reference (a) paragraph 11.
- ___ 20. Are Cardholder dispute forms being completed in accordance with reference (a) paragraph 11.
- ___ 21. Is the AO reviewing and certifying the monthly purchase card invoice within five days of receipt from the cardholder? Reference (a) paragraph 6f.

Letter of Agreement review:

- ___ 22. Have Letters of Agreement (LOAs) been established with small business vendors providing Berthing and/or Messing agreeing to permit the use of the purchase card as a method of payment for oral orders between \$2500 and \$25,000? Reference (b), Chapter 2, paragraph 3e.

Management Tips:

1. Read and become familiar with references (b) and (a).
2. Ensure that the GCPC is used for all micro purchase (\$2500 or less, \$2000 NAVFAC) transactions when possible. Reference (a) paragraph 5a.

Review NAVSUPINST 4200.94 Enclosure (1) (List of Prohibited and Special Attention Items) prior to initiating any GCPC transactions.

3. Ensure receipt of a properly prepared and approved obligation document prior to initiating any GCPC transactions. Reference (a) paragraph 6a.

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5. Identify exact requirements and post obligation adjustments immediately. Reference (a) paragraph 11.
6. Ensure maximum use of the GCPC as a payment method for requirements exceeding the micro purchase limitations and for orders against government sources of supply. Reference (a) paragraph 5a.
7. Ensure that the AOs Account Summary (Invoice) is verified, processed, certified, and forwarded to DFAS for payment within 10 days after receipt (5 days for cardholder verification/certification and 5 days for Approving Official verification/certification) reference (a) paragraph 5f.

Total Number of GCPC Transactions for this month _____

Total Dollar value of GCPC Transactions for this month _____

Report for the month of _____ FY _____

Reviewed by Name and title _____ Signature _____

APC Comments:

_____, APC _____
DATE _____

